
Batch Filings

A time-saving feature of ECF allows Trustee's to file the same type of document in multiple cases using one event. **Batch Filings** is used for documents commonly filed in numerous cases, such as : Chapter 13 Trustee's Final Report and Account, Trustee's Objection to Confirmation of Plan, and Trustee's Motion to Dismiss Case. A .PDF file is attached to each entry.

STEP 1 Click on the **Bankruptcy** hyperlink on the ECF Main Menu Bar. (See Figure 1)



STEP 2 Click the **Batch Filings** hyperlink.

STEP 3 The **Case Number(s)** screen displays.

NOTE: If you enter an invalid case number and click **[Next]**, you will receive an error message, be returned to the previous screen and be required to re-enter all case numbers again! To avoid this, type the case number list in Wordpad or Notepad, then cut and paste the list into the CMECF application.

- ' Insert the case number using the yy-nnnnn format.
- ' Press return to continue adding case numbers.
- ' Repeat the steps until all the case numbers are entered.
- ' Click the **[Next]** button.

STEP 4 The **Trustee/US Trustee Events** screen displays.

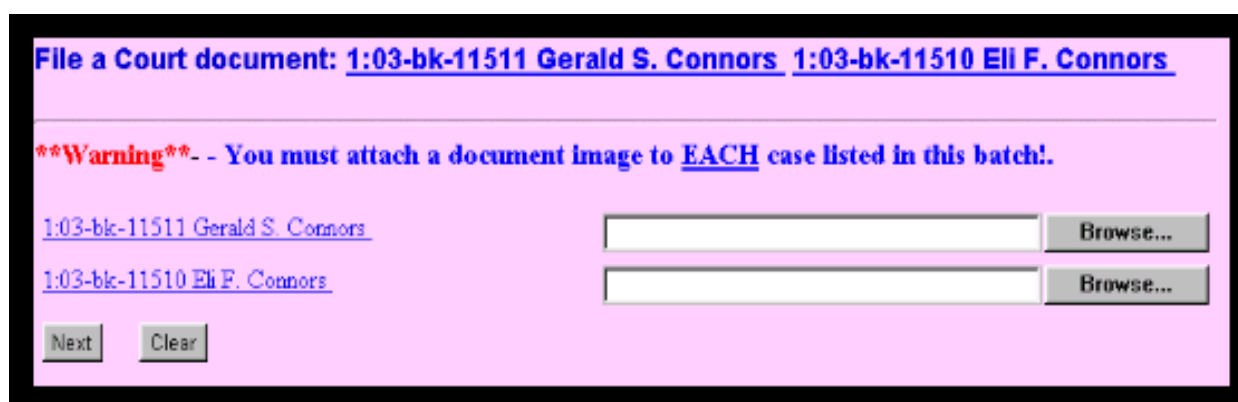
- ' Select the appropriate event from the events list.
- ' Click the **[Next]** button

STEP 5 The **Certificate of Service** prompt appears. Answer 'y' or 'n'. Click **[Next]**.

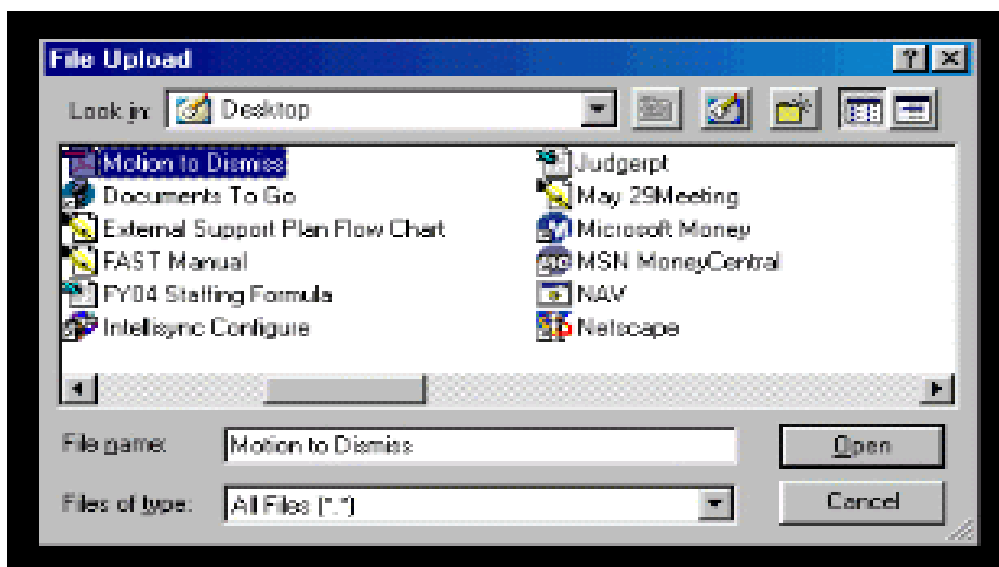
- ' **NOTE:** Answering 'n' will set a 2-day deadline for the Certificate of Service; no objection deadline will be set on the underlying pleading. Answering 'y' will automatically set a 13 day deadline on the underlying pleading. Click [Next].

STEP 6 The **PDF Attachment** screen displays. (See Figure 2)

Figure 2



- ' Click [Browse], then navigate to the directory where the PDF file is located in your computer. **Reminder: this step must be performed for each case listed in the batch!** (See Figure 3)
- ' **NOTE:** Netscape **Files of type:** defaults to HTML Files. Click the arrow to the right of the **Files of type** box and choose **All Files(*.*)** - PDF documents will now display.
- ' Once the file is located, verify the accuracy prior to uploading:
 - Right-click the document name.
 - Select **Open** from the drop down list.
 - Verify the contents of the document.
 - Click the **X** in the upper right corner of the document screen



Figure

3

- ' Double click the PDF file to select it.
- ' Repeat these steps until a PDF file is associated with each case listed in the batch.
- ' Click [Next].

STEP 7 The **Docket Text Verification** screen displays.

- ' **NOTE:** the docket text will display only once on this screen, but the docket entry will be made in every case listed in blue.
- ' Verify the accuracy of the entry; include any additional information.
- ' Click the [Next] button.

STEP 8 The **Final Text** screen displays.

- ' Review final docket text for accuracy.

- ' Use the **Back Button** on the browser to return to previous screen(s) to make necessary corrections.
- ' If the information is correct, click the **[Next]** button.

STEP 9 The Notice of Electronic Filing screen displays.

- ' The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database.
- ' Each case is listed separately with the document number hyperlink.
- ' To print a copy of this notice, click the browser **[Print]** icon.
- ' To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As** (Netscape) or **Save As** (Internet Explorer).